



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull
Governor

John L. Clayton
Director

January 2, 2002

WORKFORCE INVESTMENT POLICY (WIP) MEMO #01-02

SUBJECT: Newly Designated "Workforce Investment Policy (WIP) Memos"

BACKGROUND: This document represents the first in a new series of memos to be disseminated by the DES Workforce Development Administration. *These memos, to be known as Workforce Investment Policy (WIP) Memos, are specifically intended to convey requisite information on policy issues affecting the delivery of employment and training services in Arizona's local workforce investment areas (LWIAs).* In the past, LWIAs have received guidance from our administration related to all workforce activities primarily in the form of Workforce Information Memos and JTPA Information Memos. WIP Memos are being instituted to provide a context within which policy directives can be distinguished from other information as essential for compliance with the laws governing employment and training throughout the state. Policy directives include, but are not limited to client eligibility, provision of services, performance measures, reporting requirements, coordination of services, and technical assistance.

LWIAs will continue to receive Workforce Information Memos (WIMs) from our administration regarding issues other than those related to policy.

ACTION REQUIRED: Please distribute this memo to all local area staff responsible for initiating policy updates and/or maintaining such information.

If you have questions, please contact Ms. Pat Gregan, Policy Specialist at (602) 542-2490 or your quality assurance liaison at (602) 542-3957.

Sincerely,

Stan Flowers
Acting Program Administrator
Workforce Development Administration

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